

TOWN OF NEWFIELDS BOARD OF SELECTMEN

MEETING MINUTES
TUESDAY, MAY 16, 2006

The meeting was called to order at 6:45 pm. Selectmen present were Janet Smith and James McIlroy. Others present were Lt. Gould, Chief Reed, Tom Conner, Christine Wilson, Brian Knipstein, and Fran Lane.

Chief Reed informed the Board of Selectmen that Paul Hatch of the State Emergency Management Department called and advised that 50/50 grants are available to the Town. The Grant may be used to pay someone to complete the Emergency Management Plan Application. Once a Plan is in place, other grants will become available.

The Chief has a boilerplate copy of an Emergency Management Plan. The Emergency Management Team will break up the plan by departments and distribute it for completion by the department heads. The Plan needs to be updated yearly. The Police, Fire, Highway, Emergency Management, and Selectmen all have parts applicable to the Plan.

A Federal Emergency Management test must be taken by the Road Agent, Town Emergency Management Director and Deputies, the Selectmen, the Fire Department Volunteers, members of the Police Department and the EOC Clerk. The test is taken on a computer and takes a couple of hours to complete. The test will need to be taken by any new employee or volunteer. Once the test has been taken and submitted to FEMA, it will take about 16 weeks to receive a certificate from the State.

A computer dedicated to Newfields Emergency Management may be available at the end of the year if all funds for the year have not been expended by the State Department of Emergency Management. The dedicated computer would be kept at the fire station and will not be a laptop.

The Chief ordered and received 2,000 empty sandbags from the State last week. Only four residents asked for the bags and only one resident actually took some bags for his own use.

The Police Department expended less than \$500. for extra duty required because of the extreme weather. This should be reimbursed by FEMA.

Brian Knipstein, Road Agent hopes to spend less than \$5,000. for repairs due to the flooding. Brian asked if FEMA will pay for repairs or pay for the work to prevent these

type of problems in the future. No one had an answer, but the FEMA representative should be able to answer this when he comes to view the damaged areas.

Brian did take photographs of the damaged areas and advised that the shoulders on Bald Hill Road were washed out and repaired. Old Lee Road was washed out and temporary repairs were made. Brian suggested patching Old Lee Road now because it is scheduled for re-paving next year.

Brian Connor of High Rock Road reported a flooded basement to the Fire Department and the Road Agent. The Fire Department pumped the water out of the basement. Brian Knipstein noted that the problem causing the flooding is not in the Town's right of way. He would like to review the site with Town Planner, Reuben Hull, as the problem appears to be water runoff from the road. The Selectmen agreed with this plan.

Brian spoke with Adam Chestnut of the State of New Hampshire regarding the funds Newfields will be receiving for the Railroad Avenue re-paving. Adam advised that the Town should receive a minimum of \$15,900., but did not know when the Town will receive the funds.

Brian also spoke of the erosion problem with the landscaping on the new Railroad bridge. The State may have to replace some of the plants with fabric and stone to prevent this from happening again. They will try to keep as many plants possible.

Brian reported that someone (probably a commercial concern) dumped large pallets at the salt shed last week. The pallets are approximately 10 feet by 4 feet. Brian feels this is a good reason to install a gate on Hervey Court. None of the Hervey Court residents noticed the pallets being dumped. Brian estimated the cost of a gate to be approximately \$500. The Selectmen stated that a gate was not included in the Highway Budget.

The State of New Hampshire DES has called Brian a few times regarding the Piscassic Road water complaint. An 80 foot culvert was found on the property that is not owned or maintained by the State or the Town. Apparently it is not being maintained by the property owner either. There is no record of a permit being issued for the construction of the culvert. This culvert could be part of the current water problem. Water is also building up behind Dixon Avenue and could damage those homes also.

The last item Brian brought up was the sidewalk upgrade from the Newfields Country Store to the Railroad Bridge. This needs to be done because the Highway Department cannot maintain the sidewalks as they currently exist. The sidewalk is not wide enough to plow and the pavement is too broken up to use a machine for plowing. Brian recommends upgrading the sidewalks now utilizing the Sidewalk Fund and include the Town Hall sidewalk and ramp to make the Town Hall ADA compliant. Brian said he will solicit bids for the

project and this was acceptable to the Selectmen. It was noted that the Town of Newfields did not receive a Sidewalk Grant this year.

Dottie Dawson requested that the Highway Department clean the culverts on Old Lee Road – particularly on the side of Old Lee Road with houses. Brian stated this cannot be done now because of all the water in the culverts.

Brian noted that the Depot Avenue water runoff goes onto the B & M Railroad property. There is currently a 7 foot hole surrounded by trees and then the runoff goes underground. Brian will contact the Railroad officials and request that they take care of this hazardous condition.

Brian noted that there are no records of the drainage pipes and catch basins in Town. These cannot be maintained if the Highway Department doesn't know where they are. Brian asked Reuben Hull if he has any records. Reuben only has records on the new subdivisions, but he will work with Brian to try to determine where others are located.

Fran Lane was at the meeting to discuss the status of the noise complaint. The Town is currently scheduled for a 30 minute hearing on June 7th. Two Selectmen and Chief Reed will have to appear at this hearing. Fran has filed a pre-trial motion asking for 4 to 6 hours instead of 30 minutes. Fran will also file a Motion to Dismiss. Fran noted that no other neighbors in the area have complained about the noise. Fran will keep the Selectmen advised of the status of the court case.

Fran gave the original deeds to the Selectmen for the conservation easements on the Piscassic Greenway and turnaround on Halls Mill Road.

Chief Reed gave an update to the Selectmen on the Memorial Day Parade to be held on May 27th. There will be retired police horses ridden by a retired police officer and his wife. Some old cars will also be driven in the parade by volunteers.

With regard to the new Alarm Ordinance, only two residents have complained to the Police Department. It was noted that the Newfields Elementary School had 3 alarms today.

May 17th is Officer Ryan Sambataro's last day on the job in Newfields. Maureen Smith will begin her job as the new Police Department secretary on May 22nd.

The Chief asked a hypothetical question about an employee unable to report to work because the street he lives on was washed out and no alternative route to work was available. Is the absence considered a sick day, vacation day, or personal day? The majority of the Selectmen and the Chief determined a vacation day would need to be used in order to be paid for the missed time. This question emphasized that a personnel policy needs to be put into effect soon.

Chief Reed, Lt. Gould, Fire Chief Jeff Buxton, Emergency Management Director Tom Conner all formed “Helpful Hands” which offers assistance to residents in event of a future emergency. They want to send a form to all households in Town. Residents who wish assistance in an emergency, would complete and return the form to the Police Department. The list would need to be maintained yearly to keep the information up to date. The letter to accompany the form was reviewed by the Selectmen. They recommended the letter be shortened. It was decided the funds for this project would come from the Emergency Management budget.

Two checks were signed.

The letter to the State Emergency Management Department informing them of Newfields Emergency Management Director and Deputies was signed.

A letter was sent to 17 Piscassic Road with regard to a junkyard in violation of Town Ordinances.

The notice from the Town of East Kingston regarding a cell tower was read.

The notice from the Town of Exeter regarding a proposed development on Oaklands Road was read. Nancy was asked to give a copy to Reuben Hull.

The Newfields Garden Club asked for permission to plant flowers at Summer Street and Route 85 at the new stone honoring Elizabeth Battles Newman. After researching the deed (which is very restrictive), the Selectmen gave their approval. Janet will be in touch with Linda Begiebing to give her permission to plant flowers.

The Celebration Committee is asking for funds for the Memorial Day Parade and Celebration. Don Doane had been asked for the amount of remaining funds in the budget. There are funds available. The limit per celebration is \$1200. Janet will get in touch with Alex Parker and advise her of this.

The Library Trustees were asked to meet with the Selectmen on May 16th or May 30th regarding GCS-25 Reportable Conditions. None of the Trustees responded to the request for the meeting. It was decided to hold the next quarterly check payable to the Newfields Public Library until such time as the Trustees of the Library meet with the Selectmen. The Library will be added to the Open Items List for the Selectmen.

Kim Cornish asked if she could remove the salvageable items from the two houses next to the Newfields Elementary School prior to the houses being destroyed. The Selectmen decided not to allow this as the warrant for a parking lot at the school was voted down at the last meeting and it has not been determined what will happen to these buildings. The Selectmen asked Nancy to notify Kim Cornish of their decision.

The gutters on the back side of the Town Hall need to be cleaned. Water from the roof is bypassing the gutters and landing on the air conditioning unit. Also, water is coming into the Town Office by one of the windows. The Selectmen asked Nancy to make arrangements to have the gutters cleaned. It was thought the water coming in by the window may be caused by the gutters.

Tim Greene of Plodzik & Sanderson and Jim Marshall of ADS met with Nancy Spencer with regard to the new computer system for the Town. Both Tim and Jim feel strongly that the new system should be implemented July 1st in order to have a clean and clear starting point. The Selectmen agreed with this. Tim and Jim also stated that a Trial Balance will be needed in order to have the correct information in the system.

The notice from the Newfields Water Sewer District was read regarding the “Notice of Violation” from the New Hampshire Department of Environmental Services because of high arsenic contaminant levels. The notice was posted on the bulletin board in the Town Office.

Lawrence O’Brien’s letter was read regarding town boundaries. Janet will give a copy to Reuben and the Planning Board this coming Thursday night.

Comcast’s new “menu” was reviewed along with the new fee schedules. Nancy will give a copy to Bill Davis who will be negotiating the new cable contract.

A notice of upcoming Conservation Workshops was reviewed and Nancy will make sure the Conservation Commission receives the notice.

The Library non-compliance was added to the Selectmen’s list of Open Items.

Karl Gilbert (State Representative) and Maggie Hassan (State Senator) each called the Town Office to offer their assistance in getting Newfields any help from the State for damages from the latest storm. Pike Industries also called to offer their trucks to the Town, if needed.

Dragon Mosquito was contacted regarding the Special Permit they received from the State. Sarah MacGregor of Dragon confirmed that they are not spraying from the back of a truck for mosquito control. They are larviciding only.

The notice from the Town of Rollinsford was read – they are adding dishes to their cell tower.

The Police Department budget was a topic of discussion once again. It was determined that a fourth full-time police officer was discussed prior to the vote in March and a ½ year’s salary for a fourth full-time officer was included in the Police Department Budget.

The Selectmen asked Nancy to contact Brian Knipstein and ask him to remove the 2 rocks/stones from the Battles-Newlin Park. They would like this done before the Memorial Day Celebration.

Janet made a motion to adjourn at 9:42pm. The motion was seconded by James and passed with all in favor.

Respectfully submitted,

Nancy J. Spencer